



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

DANIEL H. HEYNS
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2013 - 19

EFFECTIVE: January 1, 2013

DATE: December 13, 2012

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Daniel H. Heyns, Director

SUBJECT: Housing Prisoners in County Jails

SUPERSEDES DOM 2012 - 24 (effective 2/15/12)

The Department has contracted with several county jails throughout the State to house prisoners who are within two years of their discharge date. Only prisoners who screen true security level I and who are not serving for a sex offense are eligible for transfer. Additionally, the prisoner must be serving only a flat sentence (for example, a sentence for a felony firearm conviction) unless otherwise approved by the Deputy Director for Correctional Facilities Administration (CFA). Prisoners housed in a county jail will discharge directly from the jail.

The Classification and Placement Section in the Operations Division shall be responsible for verifying prisoner eligibility for transfer to a county jail and coordinating all transfers. Immediately prior to transfer, each prisoner shall be tested for HIV and HCV as required by PD 03.04.120 "Control of Communicable Bloodborne Diseases". The Classification Division shall be immediately notified if the prisoner tests positive for HIV or HCV.

A Transfer Order will be issued for each approved transfer to physically transfer the prisoner to the jail. All files, except for the Central Office file, shall be forwarded to the Central Records Section in the Operations Division.. The Records Administrator shall ensure that the files are maintained while the prisoner is housed in the county jail. The Records Administrator also shall coordinate the prisoner's discharge from the county jail, ensuring that all required discharge processing is completed.

Prisoners housed in a county jail are required to abide by all jail rules and policies unless alternative arrangements have been made by the Department with the jail. Personal property not allowed at the jail will be stored at the jail for the prisoner until s/he is discharged unless the prisoner chooses to dispose of the property in a manner authorized under jail rules and policy.

The prisoner's county jail location will be shown on OTIS on the Department's website, along with

contact information. Family members and others may continue to deposit funds into the prisoner's Department TRUST account in the same manner as for prisoners housed in a Department facility. However, prisoners housed in a county jail must sign an authorization to have funds transferred from the TRUST account to their jail account in order to spend any funds while housed in the jail.

Except for grievances pending at the time of transfer, prisoners housed in a county jail are required to utilize the jail grievance process for all issues arising while they are housed at that facility. If the grievance is regarding an issue under the control of the Department, the grievance shall be forwarded by designated jail staff to the Manager of the Classification and Placement Section or designee for resolution. The Department's decision to place the prisoner in the county jail is not grievable and may be rejected without response.